



Administrative Services Committee Meeting Commission Chamber - 2/9/2015

ATTENDANCE:

Present: Hons. M. Williams, Chairman; D. Williams, Vice Chairman;
Lockett and Davis, members.
Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Reestablishment of the Citizens Advisory Committee to serve in an advisory capacity to the Housing and Community Development Department. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Dennis Williams	Passes

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Substitute motion to refer this item back to the next committee meeting pending the receipt of additional information from the Interim Director of HCD. Ms. Davis, Mr. Lockett, Mr. D. Williams and Mr. M. Williams vote No. Motion Fails 0-4.	Commissioner William Lockett	Commissioner Dennis Williams	Fails

2. Clarification from the General Counsel/Parliamentarian regarding Augusta **Item**

Commission Rules of Procedure. **(Requested by Commissioner Marion Williams)** **Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner Marion Williams	Passes

3. Motion to require Commission approval for all out of state Commission travel. **(Requested by Mayor Pro Tem Smith)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner Mary Davis		Dies for lack of Second

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Ms. Davis votes No. Motion Passes 3-1.	Commissioner William Lockett	Commissioner Marion Williams	Passes

4. Discuss having the committee agenda books delivered to the Commission on the Wednesday preceding the Monday Committee Meeting. **(Requested by Commissioner Wayne Guilfoyle)** **(Referred from January 26 Administrative Services Committee)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Clerk, the Administrator and the General Counsel to meet	Commissioner William	Commissioner	Passes

and come back with a recommendation at the next committee meeting.
Motion Passes 4-0.

Lockett

Mary Davis

5. Update from staff on Disparity Study. **(Requested by Commissioner Marion Williams) (Referred from January 26 Administrative Services Committee)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner William Lockett		Dies for lack of Second

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this update as information and to request the Law Department to provide Ms. Gentry's office with the information she needs by 10:00 a.m. February 10, 2015. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner William Lockett	Passes

6. Motion to approve the minutes of the Administrative Services Committee held on January 26, 2015. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes



**Administrative Services Committee Meeting
2/9/2015 1:05 PM
Attendance 2/9/15**

Department:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

BY-LAWS CITIZENS ADVISORY COMMITTEE

The following bylaws shall apply to the Citizens Advisory Committee established as a part of Augusta's Citizen Participation Plan for Community Development Programs financed in whole or part by the U.S. Department of Housing and Urban Development (HUD).

ARTICLE I. DEFINITIONS

The following definitions shall apply to the terms below as they may appear throughout the by-laws:

Action Plan – A one-year plan that gives specific information about how the Augusta, Georgia will use CDBG, HOME, ESG, HOPWA and other related federal funds to work toward reaching the goals set forth in the City's Consolidated Plan.

Consolidated Plan – The document submitted to HUD that serves as the planning document for Augusta, Georgia and an application for funding under the following formula grant programs: CDBG, HOME, ESG, and HOPWA, which is prepared in accordance with the applicable federal regulations.

Community Development Block Grant (CDBG) – Federal program authorized for community development as a result of Title I of the Housing and Community Act of 1974, as amended.

Emergency Shelter Grant (ESG) – Federal program authorized specifically to assist homeless persons as a result of Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, as amended.

HOME Investment Partnerships (HOME) – Federal program authorized for housing activities as a result of Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, as amended.

Housing Opportunities for Persons With Aids (HOPWA) – Federal program created through the National Affordable Housing Act of 1990 and authorized by the AIDS Housing Opportunity Act of 1992. Funds are authorized for use for housing and supportive services for persons medically diagnosed with HIV/AIDS.

ARTICLE II. FUNCTIONS AND ROLE

1. The Citizens Advisory Committee shall act as a representative body for the citizens of Augusta, Georgia and serve in an advisory capacity to the Housing and Community

Development Department (formerly known as Housing and Economic Development) for all projects funded, or proposed to be funded, under the following HUD programs: Community Development Block Grant (CDBG), HOME Investment Partnership, Emergency Shelter Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA).

2. The Citizens Advisory Committee shall be provided an opportunity to review and comment on the Five-Year Consolidated Plan and the Annual Action Plan, pursuant to relevant Federal laws and Guidelines. Such Plan(s) shall be submitted to the Augusta Commission and HUD for approval. As part of this responsibility, the Citizens Advisory Committee will be allowed to attend and observe different meetings with the public and neighborhood associations.
3. The Citizens Advisory Committee shall have the responsibility of reviewing all Citizenry comments submitted in regards to the expenditure of funding to the Housing and Community Development Department. The Citizens Advisory Committee shall serve as “a voice for the Citizens of Augusta, Georgia. All such comments will be submitted to the Housing and Community Development Department for consideration.
4. The Citizens Advisory Committee shall submit the Citizenry comments and concerns to the Director of the Housing and Community Development Department. Said concerns shall be taken under advisement and addressed in a manner deemed appropriate by the Augusta Housing and Community Development Department in consultation with the Augusta Commission.

ARTICLE III. MEMBERSHIP

1. **General:** The Committee shall consist of ten (10) members, each of whom shall represent one of the ten voting districts in Augusta, Georgia. Each member shall be nominated by the Commissioner representing the applicable voting district, and confirmed by the Augusta Commission. All members shall be residents of Augusta. Terms of office shall be four (4) years and coincide with the term of the appointing Commissioner. No member shall serve more than two (2) consecutive terms or eight (8) years.
2. **Officers:** The officers of the Citizens Advisory Committee shall consist of a Chair and a Vice-Chair.

- a) The Chair and Vice-chair shall be elected by a majority vote of the Citizens Advisory Committee.
- b) Terms of office for the Chair and Vice-chair shall be for one (1) year. The term shall run from January 1 of each year until December 31 of each year.
- c) No member shall serve more than two (2) consecutive terms as Chair or Vice Chair.
- d) The Chair shall preside at all Committee meetings. In the Chair's absence, the Vice-chair shall serve as Chair. In the absence of both the Chair and the Vice-chair, the most senior member of the committee shall preside. The presiding officer shall preserve order and decorum at all meetings while promoting discussion by all members in deliberations.
- e) Upon the resignation or disqualification of the Chair, the Vice-chair shall assume the chairmanship for the remainder of the unexpired term. The Committee shall elect a new Vice-chair at its next regular meeting.
- f) The Chair shall appoint any subcommittees found necessary to investigate any matters before the Committee.
- g) Election of the Committee officers shall be held during the regular meeting in December, with newly elected officers taking office in January of the following year. To be considered for office a committee member must have served on the Committee for at least one (1) calendar year.

The Citizen's Advisory Committee Chair may appoint a Secretary to assist in administrative duties of the committee. The Secretary shall serve pursuant to the same term provisions as the Chair.

ARTICLE IV. POINT OF CONTACT

The Director of the Housing and Community Development Department, or the Director's designee, shall serve as a point of contact for the Citizens Advisory Committee. The Director, or designee, shall be willing to provide assistance to the Chair in preparing items of discussion for the Citizen's Advisory Committee meeting agendas, providing assistance, when necessary to ensure the proper recording and transcribing of all meetings minutes, and providing assistance, when necessary, to ensure proper delivery of all related correspondence with Committee members. It is understood that the Director of the Housing and Community Development Department, or the Director's designee shall only be of assistance when deemed necessary, and that it remains the primary responsibility of the Chair, Vice Chair, and/or Secretary to ensure that these matters are addressed in a timely matter.

ARTICLE V. VOTING

1. Each Committee member, including the Chair and Vice-chair, shall vote regarding the business of the Committee and the submission of comments from the Public. A

committee member shall abstain from voting in the event of a conflict of interest. The committee member shall state for the record the basis for the abstention and complete a Statement of Potential Conflict of Interest form.

2. Voting by proxy or absentee is prohibited.

ARTICLE VI. ATTENDANCE REQUIREMENTS

Faithful and prompt attendance at all meetings of the Citizens Advisory Committee, and conscientious performance of the duties required of members, shall be a prerequisite to continuing membership on the Committee.

1. Any member who for reasons other than sickness or bona fide emergency misses (a) three (3) consecutive regular meetings or (b) thirty (30%) percent of all meetings within a calendar year shall be recommended for replacement. Any member who is unable to attend a meeting, whether regular or special, shall contact the Director, or designee, as soon as possible so that the Director can determine and report to the Chair whether or not a quorum can be established.
2. The Director, or designee, shall maintain a record of attendance for each committee member. The Director shall notify the individual, the Clerk of Commission and the appointing Commissioner after a member misses three (3) consecutive meetings or thirty (30%) percent of all meetings within a calendar year. The Director's letter of notice shall include a request to the appointing Commissioner to appoint a new member.
3. In the event of a violation of the attendance requirements, the Citizens Advisory Committee may vote to recommend to the Augusta Commission that a vacancy be declared and that the vacant position be filled in an expeditious manner.

Article VII. Quorum

At least four (4) members of the Citizens Advisory Committee must be present to constitute a quorum. When a quorum is not present, the Citizen Advisory Committee may conduct no business other than to re-set the date and time of the meeting, and to adjourn. A list of member and any votes taken shall accompany all Citizen Advisory Committee recommendations and resolutions or dissenting opinions.

Article VIII. Meetings

1. Regular Meetings: The Citizens Advisory Committee shall hold quarterly meetings on the fourth Thursday at the beginning of each quarter (January, April, July, and October). Said meetings will be at 3:00pm in the Conference Room of the Augusta Housing and

Community Development Department, 925 Laney-Walker Blvd., Augusta, GA 30901, or in any other designated meeting place, provided the location is specified in all notices required by law. If a regularly scheduled meeting occurs on a legal holiday, the Chair, with the concurrence of a majority of the Committee, may set an alternate date for the meeting. There will be an annual meeting in the month of December to elect new officers and conclude any outstanding business for that year.

At each quarterly meeting the Director, or designee, will provide a status update of projects listed in the Annual Plan, as approved by the Augusta Commission and HUD.

The Director, or designee, will assist in ensuring compliance with the Georgia Open and Public Meetings Act, in coordination with the Clerk of Commission. If a quorum is not present at a regular meeting of the Committee, a special meeting may be held within 14 working days from such scheduled meeting.

2. Special Meetings: Special meetings of the Committee may be called at any time by the Chair. At least forty-eight (48) hours notice of the time and place of special meetings shall be given to each member of the Committee. The Director, or designee, shall have the responsibility of notifying the press and others as required by the Georgia Open and Public Meetings Act.

3. Cancellation of Meetings: Whenever there is no business for the Committee, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four (4) hours prior to the time set for the meeting.

4. Recessed Meetings: Should the business before the Committee not be completed, the Chair may recess the same from day-to-day until the matters before the Committee are completed.

5. Open Meetings: All meetings of the Committee shall be open to the public. However, members of the public shall not address the Committee unless invited to do so by the Chair.

6. Rules of Order: Meetings shall be conducted in an orderly manner to ensure the fair treatment of all persons and issues before the committee. The latest version of **Roberts Rules of Order Newly Revised** shall be available for reference when procedural issues are to be resolved.

Article IX. Notice and Public Information

(1) The Director, or designee, shall be responsible for ensuring compliance with the Georgia Open Records and Open Meetings Act.

(2) The Director, or designee, is required to comply with the guidelines pertaining to matters of public notice and scheduling as provided by the Clerk of Commission.

Article X. Amendments

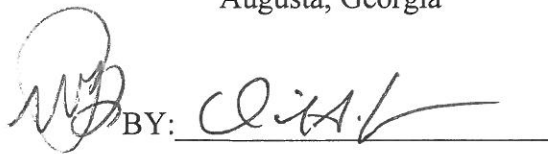
These by-laws applicable to the Citizens Advisory Committee may be amended or revised by the affirmative vote of six (6) members of the Augusta Commission. All amendments or revisions to these by-laws shall be filed with the Clerk of Commission.

**RESOLUTION ADOPTING BYLAWS OF THE CITIZENS ADVISORY COMMITTEE
FOR AUGUSTA COMMUNITY DEVELOPMENT PROGRAMS**

BE IT RESOLVED as part of Augusta's Citizen Participation Plan for Community Development Programs that the By-Laws attached hereto are adopted this date by the Augusta, Georgia Commission.

This 5TH day of JUNE 2013.

Augusta, Georgia

BY: 

As its Mayor

Attest: 

Lena Bonner, Clerk of Commission
NANCY MORAWSKI

(SEAL)



Administrative Services Committee Meeting
2/9/2015 1:05 PM
Citizens Advisory Committee

Department:	Housing and Community Development Department (AHCDD)
Caption:	Reestablishment of the Citizens Advisory Committee to serve in an advisory capacity to the Housing and Community Development Department.
Background:	<p>The U.S. Department of Housing and Urban Development (HUD) under authority to it by the Housing and Community Development Act of 1974, as amended, requires each jurisdiction (city, county, etc.) to adopt a 'citizen participation plan' which must provide for and encourage citizens to participate in the development of the consolidated plan, any substantial amendments to the consolidated plan, and the performance report." These requirements are to especially encourage low-and-moderate income citizen participation where Community Development Block Grants (CDBG) are employed or sought. Accordingly, low-and-moderate income citizens, non-profit organizations, relevant advocacy groups, and interested parties must be involved in the preparation of the Consolidated Plan (ConPlan) through the mechanisms set up in the Citizen Participation Plan (Citizen Plan). The ConPlan approach is a means to meet the requirements of the CDBG Program. The Citizen Plan requires, at a minimum, citizen input during three (3) stages of the ConPlan. a) The Proposed Plan (Con Plan), b) Substantial Amendments to the Proposed Plan (Con Plan), c) Performance Reports.</p>
Analysis:	<p>Nowhere in the statutes, regulations or publications of HUD is there a requirement that citizens, non-profit organizations and other interested parties must approve or authorize the ConPlan, Substantial Amendments or the Performance Plan. However, the reestablishment of such a Committee definitely provides new opportunities for collaboration.</p>
Financial Impact:	<p>The reestablishment of the Citizen Advisory Committee allows for this committee to act as a representative body for the citizens of Augusta, Georgia as they shall be provided the opportunity to review and comment on the Five Year Consolidated Plan, Annual Action Plan, and Citizenry comments where appropriate.</p>

Alternatives: To not reestablish the Citizen Advisory Committee

Recommendation: To approve the reestablishment of the Citizen Advisory Committee to serve in an advisory capacity to the Housing and Community Development Department as set forth in the accompanying By-Laws.

**Funds are Available
in the Following
Accounts:** Not Applicable

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

is required for the motion to pass.

3.04.06 VOTE IMMEDIATELY (CALL THE QUESTION). A Commissioner may move to "call the question" (i.e., move to end discussion) when it is clear that further discussion is unnecessary or that discussion is becoming repetitive. This motion shall not require a second and no discussion on the motion shall be allowed. If there is no objection, then it will be presumed there is unanimous consent. Should there be an objection, an affirmative vote of a majority of the Commission-Council shall be required.

3.04.07 LAY ON THE TABLE (POSTPONE TEMPORARILY). A motion to lay on the table proposes that the consideration of a main motion be postponed until a later time in the same meeting. The main motion can be brought back for consideration only if a motion to Resume Consideration is accepted by the Commission-Council during the same meeting. The motion will die if it is not taken up during the meeting. Debate is not allowed on this motion and the motion is not amendable. A majority vote of the Commission-Council is required for the motion to pass.

3.05 PRIVILEGED MOTIONS

Privileged motions facilitate the running of the meeting. They do not address or relate to a main motion and can be introduced whether or not there is a main motion under consideration. Privileged motions take precedence over all subsidiary motions. Debate is not allowed on these motions.

3.05.01 QUESTION OF PRIVILEGE. A formal question addressed to the chair concerning the rights of a Commissioner or of the Commission-Council as a whole is referred to a question of privilege. It does not require a second and cannot be debated or amended. The chair is required to make a ruling on the question, and no vote is required unless a motion arises out of the privilege.

3.05.01(a) If any matters occur which impede the Commission's completion of its business (e.g., noise, mechanical difficulties with equipment, matters that affect the safety, orderliness, or comfort of the Commissioners, or affecting the honor of an individual Commissioner) any Commissioner may state to the Chairman-Mayor that he/she has a **question of privilege** and the matter must be addressed before the pending business of the Commission-Council continues.

3.05.02 RECESS. A motion to recess proposes that the meeting be suspended for a particular amount of time when business is still pending. It is a temporary intermission of the proceedings. A

recess may be taken as it appears on the agenda or as it is declared by the chair when he/she deems it advisable or by a motion from a Commissioner. The motion must specify the length of the recess. The motion must also be seconded. Debate is not allowed on this motion, but the motion can be amended. A majority vote is required for the motion to pass.

- ✓ 3.05.03 **ADJOURN.** The highest ranking motion shall be the motion to adjourn, requiring a second and a majority vote with no discussion allowed, except that the motion shall contain a time to hear any non-completed items on the agenda, if such exist. If all business on the agenda has been completed, the chair may assume the motion and, without a second, obtain unanimous consent to adjourn.

3.06 INCIDENTAL MOTIONS

Incidental motions allow Commissioners to exert their rights as a member of the Commission-Council. Incidental motions can be introduced at any time during a meeting.

3.06.01 **APPEAL.** Whenever a Commissioner believes that the chair is mistaken in a ruling, a Commissioner may **Appeal** the Chair's Decision. An appeal shall require a second and shall be debatable with the chair speaking first to explain his/her ruling. The chair may also close out the debate with a statement defending the ruling. An appeal may be made only on a ruling and may not be made:

3.06.01(a) in response to a parliamentary inquiry or point of information; or

3.06.01(b) in areas that challenge verifiable rulings of a factual nature.

3.06.01(c) The chair shall state the motion as Shall the Chair's decision be sustained? A tie vote shall sustain the chair, because a majority vote of the Commission-Council shall be required to overturn the chair's ruling.

An Appeal is high in precedence and can only be interrupted by a privileged motion or by a motion to lay on the table.

3.06.02 **PARLIAMENTARY INQUIRY.** A **Parliamentary Inquiry** is a question directed to the chair to obtain information on a matter of parliamentary law or the rules of the Commission-Council. This question should take the form of a parliamentary inquiry and should relate to the current business of the Commission-Council. The chair will answer such questions or may ask the Augusta-Richmond County Attorney or parliamentarian for an opinion. The chair's reply, whether or not he/she has requested advice from the Augusta-

Richmond County Attorney or parliamentarian, is an opinion, not a ruling. If a Commissioner does not agree with the chair's opinions he/she may act in a way contrary to this opinion and if ruled out of order may then appeal the chair's ruling. The chair is not obligated to respond to hypothetical questions.

3.06.03 POINT OF ORDER (Question of Order). If a Commissioner believes that a violation of the rules of parliamentary procedure has occurred, he can raise a point of order. A second is not required. The chair can make a ruling on the question or can allow the Commission-Council to debate and then rule on the question by majority vote. A point of order can only be interrupted by a privileged motion or by a motion to lay on the table.

3.06.04 POINT OF INFORMATION (Request for Information). If a Commissioner has a question about the facts of a particular issue that is being considered, he may ask a point of information. A Point of Information is a request, directed to or through the chair, for information relevant to the business at hand, but not related to parliamentary procedure. This motion is addressed first to the to the appropriate person. A second is not required, and the motion is not debatable or amendable.

3.07 SUPPLEMENTARY MAIN MOTIONS

Three motions allow the Commission-Council to act on a main motion that has either been passed or tabled by the Commission-Council. These motions are considered to be main motions but differ from usual main motions in the ways specified.

3.07.01 RECONSIDER. The motion to reconsider allows the Commission-Council to debate whether or not to overturn a decision made at the meeting that is in progress. It allows the Commission-Council to consider new information that may affect the decision that has already been made. Any Commissioner can make a motion to reconsider and any Commissioner may second the motion. The motion is debatable, but it can not be amended. A majority vote of the Commission-Council is required for the motion to pass. If a motion to reconsider is passed, the original decision will be voided, and the Commission-Council will return to debate and revote the original motion.

3.07.02 RESCIND. A motion to rescind proposes that the Commission-Council overturn a motion passed at a previous meeting. A motion to rescind can be made by any Commissioner. It is in order as long as the original motion has not been implemented, but the motion to rescind shall not be in order if:

3.07.02(a) the motion to rescind is made, at the



**Administrative Services Committee Meeting
2/9/2015 1:05 PM
Commission Rules of Procedure**

Department: Clerk of Commission

Caption: Clarification from the General Counsel/Parliamentarian regarding Augusta Commission Rules of Procedure. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
2/9/2015 1:05 PM
Commission Travel**

Department: Clerk of Commission

Caption: Motion to require Commission approval for all out of state Commission travel. **(Requested by Mayor Pro Tem Smith)**

Background: The budget is very tight this year and out of state travel by Commissioners should only be done with the approval of the Commission.

Analysis: Requiring Commission approval for out of state travel will not only help to reduce travel expenses, but will also help to ensure adequate (but not excessive) Commission representation at appropriate out of state events.

Financial Impact: Reduced travel expenses for 2015 budget.

Alternatives: Make no changes at this time.

Recommendation: Approve.

**Funds are Available
in the Following
Accounts:** N/A

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
2/9/2015 1:05 PM
Delivery of Committee Agenda Books**

Department:

Caption: Discuss having the committee agenda books delivered to the Commission on the Wednesday preceding the Monday Committee Meeting. **(Requested by Commissioner Wayne Guilfoyle)**
(Referred from January 26 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
2/9/2015 1:05 PM
Disparity Study**

Department:

Caption: Update from staff on Disparity Study. (Requested by
Commissioner Marion Williams) (Referred from January 26
Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 1/26/2015

ATTENDANCE:

Present: Hons. M. Williams, Chairman; D. Williams, Vice Chairman; Lockett and Davis, members.

Absent: Hon. Hardie Davis, Mayor.

ADMINISTRATIVE SERVICES

1. Adopt the 2012 Land Bank Act.

**Item
Action:
Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

2. Attorney Benjamin Allen regarding the bid process for public works contracts.

**Item
Action:
Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Lockett	Passes

3. Discuss having the committee agenda books delivered to the Commission on the Wednesday preceding the Monday Committee Meeting. **(Requested by Commissioner Wayne Guilfoyle)**

**Item
Action:
Rescheduled**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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It was the consensus of the committee that this item be referred back to the next committee meeting.

4. Update from staff on Disparity Study. **(Requested by Commissioner Marion Williams)** **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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It was the consensus of the committee that this item be referred back to the next committee meeting.

5. Discuss/approve monthly reports from EEO Department relative to cases filed. **(Requested by Commissioner Marion Williams)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve asking the EEO Coordinator to brief the Commission during legal meetings on any EEO issues that she feels they need to be briefed on. Mr. Lockett votes No. Motion Passes 3-1.	Commissioner Dennis Williams	Commissioner Marion Williams	Passes
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6. Update from the Administrator regarding modifications to the Municipal Building relative to persons with disabilities. **(Requested by Commissioner Marion Williams)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Motion to approve

Approve	receiving this item as information. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner William Lockett	Passes
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7. Update from the General Counsel regarding the reorganization of the Law Department. (Requested by Commissioner M. Williams) **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Dennis Williams	Passes

8. Motion to approve the minutes of the Administrative Services Committee held on January 12, 2015. **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Dennis Williams	Passes

9. Discuss/receive report from the Administrator regarding information reported from the Transit Contract Manager to the Commission on December 16, 2014 regarding contractual violations of McDonald Transit. (Requested by Commissioner Marion Williams) (Referred from January 12 Administrative Services Committee) **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Mr. M. Williams votes No. Motion Passes 3-1.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

10. Motion to approve award of RFP 14-208 Universal Life to Cigna subject to **Item**

final contract negotiations and to authorize the Administrator to execute such finally negotiated contract. **Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve with the execution of the contract by the Mayor. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner William Lockett	Passes

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**Administrative Services Committee Meeting
2/9/2015 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on January 26, 2015.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:
